



Direct Deposit Authorization
 Payroll Office
 Administration Building - Rm. 202
 Pittsburgh, PA 15282
 (412)396-6579

Please Print

Check one of the following:	
<input type="checkbox"/> Start	<input type="checkbox"/> Change
Name (Last, First, Middle Initial)	Last 4 Digits of Social Security Number
Home Address: Street	City State Zip Code
You may choose to deposit your pay in more than one account. Please complete the fields below and contact the Payroll Office if you wish to use additional accounts.	
1. Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)	
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount \$ _____ All <input type="checkbox"/>
Transit Routing Number (Must be 9 digits)	Account Number
* IF YOU ARE GIVING US A CHECK, WRITE "VOID" ON IT + YOU DO NOT NEED TO	
2. Financial Institution Name (Bank, Savings Institution, Credit Union, etc.) WRITE IN THE NUMBERS	
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount \$ _____
Transit Routing Number (Must be 9 digits)	Account Number
I authorize Duquesne University to direct deposit funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize the University to initiate a correcting (debit) entry. If any of the above information changes, I will promptly complete a new authorization agreement. This authorization is to remain in full force and effect until the University has received written notice from me of its termination in such time and in such manner as to afford the University a reasonable opportunity to act on it.	
Date (mo/day/yr)	Employee Signature Daytime Phone Number

Your Name 123 Your Street Your Town, PA 12345	1234
Pay to the Order of _____ \$ _____	Dollars
YOUR BANK	
For _____	
⑆ 123456789 ⑆ 123456789101 ⑆ 1234	

Routing No. Account No. Check No.

Simply copy the information from your check or attach a voided copy to this form. If you do not have paper checks, please contact the Payroll Office for Instructions (412) 396-6579.

The Payroll Department will make every effort to accurately and timely process the above information. The employee is responsible for validating his/her pay stub.